



# Creating a Diverse and Dynamic Community

## FINANCIAL ASSISTANCE AT URBAN SCHOOL

Central to Urban School's mission is a commitment to creating a diverse, dynamic and inclusive community of students and families. To fulfill this promise, the school maintains a strong financial aid program to ensure an Urban education remains accessible to qualified students regardless of their economic circumstances. During 2020-21, \$4.5 million in financial aid was awarded to 30% of our students.

Urban offers financial assistance based on both a family's need and the availability of funds. Families should not hesitate to complete the application process if you believe that you may qualify for tuition assistance.

Urban helps students receiving financial assistance with additional items, such as books and materials, outdoor or global education trips, tutoring, athletic practice gear, and any college-related expenses such as standardized tests, college visits and specialized tutoring, in order to provide a fully equitable education for all Urban students. Urban families reapply for financial assistance each year through SSS so that any major changes to a family's financial situation can be reflected in the student's award, though most students receive a similar award each year if the need remains the same. Awards are calculated based on two years of tax returns, the updated Parent Financial Statement and special circumstances.

We understand that applying for financial aid may be confusing and overwhelming. If you do not have consistent internet access or need guidance with any of the financial assistance steps, please contact the Urban Admissions Office by calling 415 593 9555 or email [admissions@urbanschool.org](mailto:admissions@urbanschool.org).

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### STEP 1:

#### **Complete the Parent Financial Statement (PFS) Online with SSS by 1/7/21**

Urban School subscribes to School and Student Services by NAIS (referred to as SSS by NAIS). After families submit detailed financial information online, SSS analyzes the data and recommends to the school an amount that each family can expect to pay for educational expenses. All families must complete a Parents Financial Statement (PFS) online. In the case of separated or divorced parents, both parents must complete the PFS.

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### STEP 2:

#### **Submit 2018 Federal Tax Form 1040, Supporting Schedules and W-2s OR 1099 to SSS by 1/7/21**

By Thursday, January 7, 2021, new applicants to Urban School must submit 2019 Federal Tax Form 1040, all supporting schedules, and W-2s OR 1099 (whichever is applicable) to SSS by uploading or mailing the documents to SSS. If you receive a W-2 instead of a 1099, please click the "NA" button for 1099. Please do NOT include state taxes or worksheets.

In the case of separated or divorced parents, both households must submit federal tax forms and W-2s or 1099s. To submit documents to SSS you may upload documents directly, following the instructions on the **SUBMITTING REQUIRED DOCUMENTS** section on the SSS website.

*Note: Files should not be larger than 4 MB.*

Documents also may be mailed or sent overnight to SSS. Please visit the Urban website for details: [urbanschool.org/admission/affordingurban](http://urbanschool.org/admission/affordingurban).

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### STEP 3:

#### **Submit 2019 Federal Tax Form 1040, Supporting Schedules and W-2s OR 1099 to SSS by 2/4/21**

By Thursday, February 4, 2021, submit 2020 Federal Tax Form 1040, all supporting schedules, and W-2s OR 1099 (whichever is applicable) to SSS by uploading or mailing the documents to SSS (see step 2). If you receive a W2 instead of a 1099, please click the "NA" button for 1099. Please do not include state taxes or worksheets. In the case of separated or divorced parents, both households must submit federal tax forms and W-2s.

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### STEP 4:

#### **Optional - Upload a Letter of Family Circumstances by 2/4/21**

Urban's Financial Aid Committee welcomes letters clarifying a family's financial situation. These letters should be uploaded to your SSS profile.

## FAQ

### **Who should apply for financial aid?**

Parents/guardians who have thoroughly pursued all other financial avenues (for example, help from extended family, reasonable equity loan, etc.) in planning for educational costs and who can document their need for further assistance may apply for financial aid.

### **What if parents are divorced or separated?**

Families with divorced or separated parents must have both parents complete the PFS and the financial aid application process. The income and assets of both parents, as well as step-parents, will be considered before any award is made.

### **When will decisions about financial assistance be made?**

Notice of financial aid decisions will accompany letters of acceptance to Urban School.

### **What if my income changes during the school year and I am having difficulty paying tuition?**

Urban has a limited pool of funds available to support families with changing economic circumstances. If you find yourself facing an economic hardship, contact Urban CFO Diane Walters at 415 593 9535 or via email ([dwalters@urbanschool.org](mailto:dwalters@urbanschool.org)) to discuss your new financial situation and to determine the

next steps for updating your SSS profile, including writing a statement of need and preparing additional information as necessary for the Financial Aid Committee. To the extent possible, Urban is committed to supporting our families through difficult periods.

### **If our family takes money out of savings to afford Urban for our student's 9th grade year, can we hope to get financial aid in 10th grade?**

Since Urban allocates an equal amount of financial aid for each enrolling class, it is unlikely that a family who did not receive financial aid upon entering the school will receive aid in successive years.